



**STATE OF ILLINOIS**  
Executive Ethics Commission  
401 S. Spring  
William Stratton Building Room 513  
Springfield, IL 62706

<http://work.illinois.gov>

Invites applications for the position of:

**PROCUREMENT SYSTEMS ANALYST**

*An Equal Opportunity Employer*

**BID ID #:** 00000-274

**JOB TYPE:** Exempt

**NUMBER OF VACANCIES:** 1

**PLAN/BU:**

**SALARY**

\$3,958.00 - \$5,000.00 Monthly

**OPENING DATE:** 03/30/16

**CLOSING DATE:** 04/12/16 04:30 PM

**DESCRIPTION OF DUTIES/ESSENTIAL FUNCTIONS:**

**The Executive Ethics Commission (EEC) of the State of Illinois seeks applicants for the position of Procurement Systems Analyst with the Chief Procurement Office (CPO) for General Services.**

The EEC is a nine-member commission. Five commissioners are appointed by the Governor, and one commissioner each is appointed from the Attorney General, Secretary of State, Comptroller, and Treasurer. The Commission promotes ethics in public service and ensures that the State's business is conducted with efficiency, transparency, fairness, and integrity by facilitating compliance, implementation, and enforcement of the State Officials and Employee Ethics Act. The Commission also provides independent oversight of the procurement process. The talented and dedicated staff of the Chief Procurement Office for General Services ensures that the more than \$7 billion in procurements under its jurisdiction are fair, transparent, accountable, and in the best interest of the State.

**The Procurement Systems Analyst** reports to the Procurement Systems Manager and works with the BidBuy team, the Illinois Procurement Gateway system owners, Joint Purchasing Program managers and Small Business Set Aside Program Managers. This role is responsible for performance and oversight of activities relating to procurement systems including BidBuy and Illinois Procurement Gateway (IPG). This position will have the opportunity to be part of an expert team that is leading the skillful implementation of effective procurement systems for the State of Illinois. The procurement systems analyst will work with the Chief Procurement Office staff, representatives from other state agencies and other government entities to plan for and carry out necessary enhancements to the procurement systems. This position will collaborate with the BidBuy team, Illinois Procurement Gateway system owners, Joint Purchasing Program managers, and Small Business Set Aside Program managers to ensure system and program websites are up to date, systems interface changes operate correctly, and procurement system news and training information is current and accurately maintained.

**Responsibilities of the Procurement Systems Analyst include:**

- Works with BidBuy team, Illinois Procurement Gateway system owners, Joint Purchasing Program managers and Small Business Set Aside Program managers on the management design, development, and maintenance of plans for and implementations of systems enhancements.

- Collaborates with Chief Procurement Office staff, BidBuy team, Illinois Procurement Gateway system owners, Joint Purchasing Program managers and Small Business Set Aside Program managers to identify appropriate modifications or expansions of procurement systems to improve work flow or meet new objectives.
- Utilizes system tools to create reports and databases to provide data for reporting requirements and for use in metrics analysis by Chief Procurement Offices, BidBuy team, Illinois Procurement Gateway system owners, Joint Purchasing Program managers, and Small Business Set Aside Program managers.
- Assists procurement systems manager with communication of system and program information by updating and maintaining content posted on BidBuy, Illinois Procurement Gateway, or other procurement system websites.
- Works with procurement systems manager, BidBuy team, Illinois Procurement Gateway system owners, Joint Purchasing Program managers and Small Business Set Aside Program managers in collecting, analyzing, interpreting, and managing, data as needed to fulfill routine and/or specific internal and external reporting requests and requirements. Works collaboratively with other units to identify relevant data and compile that data into functional formats that can be used for analysis and for informed decision making.
- Coordinates with BidBuy team and Illinois Procurement Gateway system owners to coordinate the dissemination of program information. Uses multimedia and internet technology to write, design, or edit web page content, and to advise those involved in producing content.
- Coordinates development and implementation of procedures for maintenance of training manuals and other procurement documents with BidBuy team and procurement systems manager. This includes establishing long range and interim goals and objectives and an action plan for version control of procurement documents.
- Assists government agencies and local government units with registration and use of procurement systems including BidBuy and Illinois Procurement Gateway. Investigates, resolves, and / or escalates problems to appropriate manager as needed.

## **MINIMUM REQUIREMENTS**

### **Minimum Requirements:**

To become a part of this energetic and exceptional organization the procurement systems analyst must possess the following qualifications and skills:

### **Essential**

- Requires a bachelor level degree from an accredited college or university, preferably with courses in public administration, business administration, communications, management, management information systems, operations management, procurement, or other disciplines related to the responsibilities of the procurement systems analyst. Equivalent degree or non-degree education, or education plus relevant professional experience may be considered.
- Requires ability to establish and maintain satisfactory working relationships with staff personnel, various state agency representatives and local government officials.
- Must be able to exercise initiative and resourcefulness in meeting objectives.
- Requires excellent organizational and project management skills.
- Requires ability multitask in order to meet objectives of several projects with concurrent timelines and due dates.
- Requires ability to exercise judgment and discretion in developing, implementing and interpreting policies and procedures.
- Requires working knowledge of the use of computer and desktop software, including Microsoft Windows and Microsoft Office Suite.
- Requires knowledge of computer hardware and software, including applications and programming such as JavaScript.
- Must possess an understanding of website functionality and familiarity with HTML.
- Requires experience working with databases including database creation, organization of the database to store information needed to accomplish the desired function of the database, entering data, and processing information.
- Must possess clear verbal and written communication skills to present ideas that are easy to understand.
- Skilled at providing knowledgeable and effective customer service.

## **Additional**

- A working knowledge of the functions of state government and of the character of relationships between the executive branch with the other branches, and between the executive branch, legislature, and other state entities.
- Working knowledge of procedures to control the processing of documents and reports for a computer processing system.

## **Preferences**

- At least two years of experience in a public sector position, preferably with State government in general.
- Knowledge of the State of Illinois Procurement Code and familiarity with State of Illinois procurement processes.
- Prior experience establishing and analyzing metrics for system performance, and the ability to identify measures or indicators of system performance and the actions needed to improve or correct performance, relative to the goals of the system.
- Possess a competency in compiling, analyzing, and reporting using tools such as SAP Crystal Reports.

## **WORK HOURS & LOCATION/AGENCY CONTACT**

### **Office Information**

The procurement systems analyst works in a collaborative environment. Successful members of this team are detail-oriented, energetic, and positive. This position will interact with the public via email, telephone, and in person. The work location is an office setting, requiring business casual or business dress attire.

**Address:** 401 South Spring Street, William Stratton Building,  
Springfield, Illinois 62706

**Work hours:** This is a full-time position with a work week consisting of 37 ½ hours per work during normal business hours.

**Benefits:** This position is eligible to be a member of the State of Illinois Group Insurance program with generous health, dental, vision, and life insurance coverage options. Additionally, this position will earn 12 paid sick days per calendar year, a minimum of 10 paid vacation days per calendar year, 3 paid personal days per calendar year, and 12 paid state holidays per calendar year.

**This is a non-code position. This position is not subject to collective bargaining and does not require a current grade from Central Management Services.**

NOTE: Salary amounts shown are only to be used as a guide; actual salary will be determined at the time of hire.

**Agency Contact:** Executive Ethics Commission  
Human Resources Office  
401 South Spring Street, William Stratton Building, Room 515  
Springfield, Illinois 62706

## **HOW TO APPLY**

### **How to Apply**

Applicants should send the following to the address above:

- A cover letter identifying the title of the position for which you are applying, explaining how your training, experience, and/or coursework qualify you for this position, and identifying how you learned of this position, and
- A detailed resume.

Applicants may also submit required information via email to [Rebecca.Shuster@illinois.gov](mailto:Rebecca.Shuster@illinois.gov).

The Executive Ethics Commission is an Equal Opportunity Employer. All qualified applicants will receive consideration for employment without regard to race, color, religion, sex, national origin, disability status, protected veteran status or any other characteristic protected by law.

In compliance with the Americans with Disabilities Act and the Illinois Human Rights Act, State agencies must ensure that the employment process is accessible to persons with disabilities. Specifically, these laws require that the State provide reasonable accommodations upon request by individuals participating in all steps of the employment process. Please contact the Human Resources Office with requests for reasonable accommodations.

The Equal Employment Opportunity / American with Disabilities Act Officer is responsible for ensuring compliance with these laws. Any issues or concerns should be addressed to the EEO/ADA Officer at 401 S. Spring St, Room 515, Springfield, Illinois, 62706, or by calling (217) 558-1393.

APPLICATIONS MAY BE OBTAINED FROM:

<http://work.illinois.gov>

OR

401 S. Spring

William Stratton Building Room 513

Springfield, IL 62706

Job #00000-274  
PROCUREMENT SYSTEMS ANALYST  
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